



Request for City Council Committee Action from the Information Technology Department

Date February 3, 2014

To: The Honorable John Quincy, Chair, Ways and Means Committee

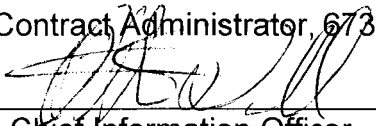
Subject: Execute Contract for Human Resources Information System Upgrade

Recommendation: Authorize proper City officials to execute all necessary contract documents with the following vendor to provide the Human Resources Information System Upgrade:

GlobalSource IT

- a. Term for up to one year and a not-to-exceed amount of \$850,000
- b. Option to renew up to one additional year

Prepared by Barb Malinski, Contract Administrator, 673-3249

Submitted by Otto Doll , 673-3633
Chief Information Officer

Approved by Paul Aasen _____
City Coordinator

Presenter in Committee Otto Doll

Policy Review Group X Not Applicable

Permanent Review Committee (PRC) X Not Applicable

Prior Related Directives:

- November 1, 2013 – Authorization to issue a Request for Proposal for the Human Resources Information System (HRIS) Upgrade as part of the Enterprise Resource Planning Program.
- December 13, 2013 – Authorization to execute contracts with vendors to provide professional services relating to the HRIS Upgrade project.
- January 23, 2014 – Authorization to execute contracts with vendors to provide professional services relating to the HRIS Upgrade project.

Financial Impact: None. No additional appropriation is required.

Financial Impact (Check those that apply)

- ☒ No financial impact (If checked, go directly to Background/Supporting Information)
- ☐ Action requires an appropriation increase to the Capital Budget
- ☐ Action requires an appropriation increase to the Operating Budget
- ☐ Action provides increased revenue for appropriation increase
- ☒ Request provided to department's finance contact prior to the Committee Coordinator

Background/Supporting Information

The desired outcome of this project is to enable the City to be on a newer and better supported version of its Human Resources Information System (HRIS). The upgraded system will provide more functionality and efficiencies for the City and will allow better integration with the City's financial and reporting systems.

The City released a Request for Proposals (RFP) on November 5, 2013 for professional services to implement the HRIS upgrade. The RFP was structured to solicit technical and functional expertise in eight areas based on the overall project scope and system integration requirements. A total of 24 vendors responded to the RFP and the proposals have been reviewed by the City evaluation team.

IT would like to establish a contract with the vendor to provide professional services in the following areas:

- Workflow Lead
- PeopleSoft HCM Developer
- Functional Lead – PeopleSoft Enterprise Learning Module (ELM)

Request for Approval

GlobalSource IT will provide the PeopleSoft System Administrator professional services for the Human Resources Information System (HRIS) Upgrades.

IT requests authorization for proper City officials to:

- a. Execute all necessary contract documents for the HRIS Upgrade with GlobalSource IT for one year with a not-to-exceed amount of \$850,000
- b. Include option to renew up to one additional year

The funding for these contracts is covered within the HRIS upgrade project budget. No additional appropriation is required.